

GENERAL ADMINISTRATIVE ORDER

OF THE INDIANA UTILITY REGULATORY COMMISSION

1998-2

WHEREAS, in accordance with I.C. 8-1-2-12, the Indiana Utility Regulatory Commission ("IURC") has the authority to prescribe the manner and form of all books, accounts, papers, and records that are required to be kept by every public utility.

WHEREAS, all effective and pending utility tariffs in the possession of the Commission must be open to inspection by the public as required under I.C. 8-1-2-29.

WHEREAS, to expedite dissemination of information regarding effective and pending utility tariffs to the public, a Policy Governing Internet Access to Effective and Pending Utility Tariffs has been promulgated.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Policy Governing Internet Access to Effective and Pending Utility Tariffs which is attached to the General Administrative Order as Appendix A be adopted by this Commission.

William D. McCarty, Chairman

David E. Ziegner, Commissioner

Judith G. Ripley, Commissioner

G. Richard Klein, Commissioner

Carrie Swanger Hull Commissioner

Date: <u>DEC 2 2 1998</u>

I hereby certify that the above is a true and correct copy of the resolution as approved.

Kim Brown, Acting Secretary to the Commission

APPENDIX A

POLICY GOVERNING INTERNET ACCESS TO EFFECTIVE AND PENDING UTILITY TARIFFS

This policy is based upon the current expectations of the Indiana Utility Regulatory Commission (the "Commission") in connection with its authority to prescribe the manner and form in which utilities are to maintain records. In an effort to facilitate Internet access availability to the public for effective and pending utility tariffs, the Commission hereby establishes these guidelines for the establishment of Internet access thereto.

- 1. Any jurisdictional public utility having a website, or with a parent corporation with a website, shall place on that website the following information: (a) the public utility's effective Indiana jurisdictional tariff and (b) all pending tariff supplements and revisions.
- 2. A utility currently maintaining a website shall have thirty (30) days from the date of the Secretary to the Commission's certification to comply with this order. A utility not currently maintaining a website shall have ninety (90) days from the date of the Secretary to the Commission's certification to comply with this order.
- 3. A utility shall notify the Commission in writing of its compliance with this order, including all applicable website addresses. If any changes occur in a utility's website address, the utility shall notify the Commission in writing within seven (7) days of such change. A telecommunications utility shall direct correspondence to the Director of the Telecommunications Division. All other utilities shall direct correspondence to the Director of the Engineering Division.
- 4. A utility shall certify to the Commission that the electronic tariffs are, and will continue to be, accurate electronic representations of the officially filed tariff. However, the electronic tariffs are **not** the official documents of the Commission and the user assumes responsibility for any reliance placed on them.
- 5. Tariff files shall be in Adobe pdf, MSWord, or WordPerfect format. Tariff files shall be in readonly format to prevent Internet users from modifying the tariff language. Tariffs shall continue to be filed in hard copy format pursuant to the rules of the Commission.
- 6. A public utility outside the jurisdiction of the Commission is encouraged to maintain an Internet website for its tariffs.
- 7. A utility other than a telecommunications utility is waived from the requirements of this order if the utility serves less than five thousand (5,000) customers, primarily provides retail services to customers, and does not serve extensively another utility. A utility waived from the requirements of this order is encouraged to maintain an Internet website for its tariffs.